

## Who we are?

As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

## What it's like to work at CARE?

CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.

CARE in Myanmar is looking for a suitable candidate for the following position:

### Project Manager National Only

Basic Salary + 13<sup>th</sup> Month Pay Benefit + Other Benefits

<b>Grade:</b>	F
<b>Duty station:</b>	Mandalay
<b>Supervisor:</b>	Area Program Director
<b>Number of Post:</b>	1
<b>Contract Type:</b>	Fixed Term
<b>Application Deadline:</b>	21 April 2025

*Due to the urgent requirement of the position, the applications will be considered on a rolling basis and may be filled during the advertising period.*

## PURPOSE OF THE ROLE

The Project Manager is responsible for the day-to-day implementation, coordination, and management of CARE Myanmar's humanitarian response project in Mandalay. This includes working closely with the projects local partner organizations and ensuring high-quality planning, implementation, budget management, monitoring, reporting, and accountability in accordance with CARE Myanmar's policies and procedures.

They will work under the direct supervision of the Area Program Director, with a technical reporting line to CARE's Technical Program Director. The Project Manager collaborates closely with Technical Advisors (Protection, Gender and Inclusion, GBV), the MEAL Advisor, the Market-Based Intervention Specialist, and the Grant/Finance team to ensure high-quality implementation and adherence to budgetary guidelines. The role includes identifying, assessing, and managing risks to ensure the safety of staff and the success of project activities.

The role requires frequent engagement with local communities, key stakeholders, and cluster coordination forums, along with regular to project areas.

## **MAIN RESPONSIBILITIES**

### **PROJECT MANAGEMENT \_\_\_\_\_ 30% of time**

#### **Project Implementation and Coordination**

- Ensure a 'partner-led' approach is applied in project implementation.
- Act as the field-level focal point for the humanitarian response project.
- Ensure the timely and effective delivery of project activities in line with project objectives through the development of detailed project plans, including timelines, milestones and resource allocation with local partners and CARE Team to ensure the project delivers high quality outcomes through coordinating the planning, activity schedule and resource allocation.
- Coordinate with Technical program director to receive technical inputs from the required advisors
- Continue to coordinate with local partner organizations, stakeholders, to ensure project alignment with local needs.
- Represent CARE, actively participate and advocate in the coordination meeting with relevant United Nations (UN), Clusters, Working Groups, International/Non- Governmental Organizations (I/NGOs) relevant to emergency and humanitarian response in northern Shan State and sub national level.

#### **Risk Management**

- With support from Area Program Director and CAREs Safety and Security Coordinator, he/she develop and implement project risk matrix, including mitigation strategies and contingency plans to minimize project disruptions.
- With project partners, he/she continue to identify and assess potential risks related to project implementation, including security, financial, operational, and reputational risks.
- Regularly update risk assessments and communicate significant risks to senior management.
- Ensure all staff and partners adhere to CARE Myanmar's safety and security protocols.
- Monitor and respond to changes in the local context that may impact project delivery.

### **QUALITY ASSURANCE AND MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL) \_\_\_\_\_ 20% of time**

#### **Quality Assurance and Accountability**

- In coordination with the MEAL Advisor, support the planning, implementation, monitoring, and reporting to ensure activities are delivered to a high standard.
- Ensure the compliance of both Donor and CARE Myanmar policies and procedures and the interrelationships between a range of policies and project activities.
- Ensure the accountability mechanisms to enhance community participation and feedback in project activities.

#### **Monitoring, Evaluation, Accountability, and Learning (MEAL)**

- Collaborate with the MEAL Advisor to develop and implement robust monitoring and evaluation plans.
- Track project progress and generate reports that highlight achievements, challenges, and lessons learned.
- Lead on donor reporting in collaboration with the Area Program Director, MEAL and project teams.

**FINANCIAL AND RESOURCE MANAGEMENT \_\_\_\_\_ 20% of time**

- To ensure that logistics, procurement, finance, security, and human resources needs of projects are coordinated with other staff to enable effective support to project implementation.
- Work closely with the finance team to manage project budgets, ensuring cost-effectiveness and compliance with donor regulations.
- Monitor expenditures through budget BvAs and Cost workplans and support development of financial reports in collaboration with the finance team and local partners

**PARTNERSHIP MANAGEMENT AND STAKEHOLDER ENGAGEMENT \_\_\_\_\_ 20% of time****Partnership Management**

- Build and strengthen relationships with local partner organizations to support capacity development and collaboration.
- Support in the capacity strengthening of partner organizations in collaboration with Partnership Advisor.
- Monitor contractual compliance of implementation partners.
- Facilitate regular coordination meetings with partners to ensure effective project delivery.

**Stakeholder Engagement**

- Foster strong relationships with community leaders, local authorities, and humanitarian actors.
- Advocate for gender-sensitive and inclusive practices in all project activities.

**OTHER \_\_\_\_\_ 5% of time**

- Contribute to CARE's core humanitarian standards, objectives including contributing to the CARE's program strategy, vision, and mission.
- Produce high quality oral and written reports (in English) on project progress, including draft donor reports and ensure timely submission of project reports by implementing partners.
- Work with Safeguarding focal point and Safer Programming Specialist, ensure safer programming compliance in the project activities.

**OTHER RESPONSIBILITIES AS ASSIGNED \_\_\_\_\_ 5% of time****Responsibilities on Safety and Security and Safeguarding and Child Protection:**

- This position is expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.
- All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect.

**EXPERIENCE AND QUALIFICATIONS:****Education/Training**

- Minimum Masters's degree in social science, international development or other relevant field; and/or 5 years relevant work experience in organizational development or capacity strengthening in working with Civil Society Organizations.

## Experience/Technical Skills

### Required

- Proven technical expertise in project/program management, budget management, monitoring, evaluation, learning and accountability.
- Very Good (Intermediate) communication skills in English and excellent in Myanmar.
- Proven experience in effective strategic planning, direction setting, strong conceptual, and analytical skills.
- Demonstrated high level organizational and time management skills, including the ability to plan, and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment.
- Proven communication and representation skills including developing networks and relationships and presenting technical subjects to both internal and external audiences.
- Demonstrated good leadership, decision making, problem solving, analytical and influencing skills.
- Demonstrated experience in effectively leading, people management and motivating a team.

### Desired

- Working experience with local implementing partners is highly desirable.
- Experience in humanitarian programs but knowledge and working experience of market-based intervention and protection is desirable.
- Computer literacy in data management and analysis programs: advanced Excel, statistical software, and mobile data collection applications. Knowledge of advanced excel and familiarity with KOBO is preferred.
- Minimum, intermediate (very good) understanding of desktop-based programs, including word processing packages and power point. Excellent desktop skills are preferable.

## HOW TO APPLY

To apply for this rewarding position please send the following information and documents to the address below.

- a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria.
- a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager.
- your expected salary mentioned in your application.

The subject of the application should include “**Position Title and Duty Station**”. Only successful candidates will be contacted for an interview.

Human Resources Department  
CARE International in Myanmar  
No. 3, Mya Sabai Street, Parami Yeikthar,  
Yankin Township, Yangon, Myanmar.  
Email: [MMR.Jobs@care.org](mailto:MMR.Jobs@care.org)

## OUR COMMITMENT TO INCLUSIVE WORKFORCE

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion,

ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.

### **OUR VALUES AND COMMITMENT TO SAFEGUARDING**

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.